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11 OCT 1979

MEMORANDUM FOR: Director of Technical Service

FROM:

[REDACTED]
Executive Officer, OL

25X1

SUBJECT: Employee Parking Costs (U)

REFERENCE: Memo dtd 14 Sept 79 fm D/OTS to D/L,
same subj (OL 9 3854)

1. In response to the referent memorandum, [REDACTED] 25X1
and [REDACTED] from the Office of Logistics (OL) visited 25X1
your facility on 25 September 1979 to discuss problems related
to paid parking as they apply to the Office of Technical Service
(OTS). The meeting was hosted by [REDACTED] 25X1
[REDACTED] in attendance for most of the session. This 25X1
memorandum is intended to summarize that discussion and to pro-
vide you with additional information received subsequent to
that meeting. (C)

2. The meeting initially centered around questions prepared on 24 April 1979 by your office and forwarded to DDS&T (copy attached). Many of these questions have been overtaken by the passage of time and events. Consequently, the following comments keyed to the attachment summarize only the more pertinent points discussed:

a. Paragraph 2 - Coverage: The Office of Logistics will identify Agency activities outside the Washington Metropolitan Area which might come under the purview of paid parking. The survey of commercial rates and establishment of the parking fee in most instances will be accomplished by GSA. In the case of units under military cover, we will utilize rates set by the military.

b. Paragraph 4 - Policy: A single fee structure will be established for each facility irrespective of the location of the parking space. In essence, paid parking is assessed for the privilege of parking in a

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particular area but does not guarantee the payor a particular assigned spot. This is consistent with GSA policy and is also the basis for oversubscription of lots and lanes. Allocation of parking spaces should generally be handled on the same basis as before the initiation of paid parking.

The rates to be charged for the 20 spaces allotted to OTS in the [redacted] parking lot [redacted] will be determined by the State Department. Hopefully, these rates will be the same as those at OTS; but, in the event they are not, it will still be necessary to charge our employees the going rate for that lot.

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c. Paragraph 5f - Special or Unusual Requirements: The requirement for visitor spaces should remain the same. There is no charge for visitor parking. Fees will be charged on a monthly basis, and no refunds will be provided for partial use of a monthly permit. Personnel who normally participate in a carpool or use public transportation may obtain a daily permit to use the visitor parking area on the occasional day that they must drive their own vehicle. These permits will be available through the Component Support Office. Such use of the visitor parking area should be closely monitored to ensure this privilege is not abused.

d. Paragraph 7c - Policing of Parking Lots: It was determined in the meeting that with the onset of paid parking, it might be an opportune time to ask for Federal Protective Officers (FPOs) to enforce parking regulations in the OTS complex. The Office of Security, Headquarters Security Branch, has been approached on this matter, and they have indicated that FPO coverage can be instituted. Prior to initiating this coverage, it will be necessary to provide the Office of Security with details regarding parking regulations as they apply to the OTS complex. For example, specimen permits and validating details for these permits are required.

e. Paragraph 8 - Responsibilities: A Headquarters Notice (HN) has been written providing guidelines, collection procedures, and fee schedules pertaining to paid parking. Release of this HN is expected within a few days.

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f. With regard to paragraph 4 of the reference, an exemption from fees based upon use of shared facilities is only possible if the facility is shared between the U.S. Government and a commercial firm. GSA was asked to elaborate on their interpretation of a shared facility, and it is obvious that in no way could the OTS area be construed as fitting into this exempt category. (U)

3. Since the 25 September meeting, there have been other developments regarding the paid-parking program. While much of this additional information is included in the HN referred to above, I would like to list those points here for your information and planning. They are:

a. The rate established by GSA for the 2430 "E" Street complex is \$40.00 per month. One-half of this rate or \$20.00 per month will be assessed beginning 1 November 1979.

b. The U.S. Army has tentatively identified 14 bases, nine in the Headquarters area, where paid parking will be implemented. Fort Belvoir is not included on this list.

c. The Office of Finance (OF) has established payment centers for certain areas affected by paid parking this year and will operate as of 15 October 1979. At the OTS complex, OF will sell a monthly validating coupon to your personnel which should be affixed to the parking permit. It was agreed in the 25 September meeting that your installation would print your own permits. This will include daily permits referred to in paragraph 2c above. The validating coupons are being printed by the Printing and Photography Division, OL. (S)

4. Hopefully, the above will serve to clarify some of the lingering questions regarding paid parking. If there are additional points which I have failed to address or questions arising as a result of the above-provided information, please don't hesitate to contact our office. Finally, I would like to add that we appreciate the concerns expressed in the referent memorandum. Information required to initiate this program has been extremely difficult to obtain, and answers to questions such as the ones you pose have been illusive. With the onset

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of paid parking next month, I'm sure many other questions and problems will surface, and we look to the cooperation of your office for assistance in determining satisfactory solutions. (U)



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Attachment

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AEO/OL: [redacted] (11 Oct 79)

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